

Web Announcement 4

Procedure Descriptions, Incorrect Provider Medicaid ID Numbers and the Medicaid Approved Dental Claim Form

This notice to Nevada Medicaid and Nevada Check Up providers is being published to notify providers of errors being discovered during a review of some of the batches of claims received at First Health Services Corporation. This type of notice will be published periodically to minimize future occurrences of identified errors and prevent delays in the processing of Medicaid claims.



- 1. Procedure Descriptions on your Claim Form** – We are receiving claims where the description of the procedure being billed on a line (example line # 1) is being printed on the line below it (line # 2). This causes the claim to be scanned incorrectly. A description of the procedure code is not needed to process your claims. **Printing a description of the procedure on your claim delays processing.**
- 2. Incorrect Provider Medicaid ID Numbers** – The re-enrollment packets we mailed out contain the Provider Medicaid ID Numbers you should use when submitting your claims to First Health Services Corporation. Providers who are members of a group previously had Provider Medicaid ID Numbers ending in an alpha character. We have converted those alpha characters to numeric characters. On some of the re-enrollment packets we received, providers crossed out the numbers assigned to them and have handwritten the number with an alphabetical suffix. Under the new MMIS, all Provider Medicaid ID Numbers are numeric. **Do not use any alpha characters in your Provider Medicaid ID Numbers. This will cause your claim to be denied or returned to you for correction.**
- 3. Claims for Dental Services** – When submitting claims for dental services, please make sure you are using the proper American Dental Association (ADA) claim form. The only acceptable form is the ADA 1999, Version 2000. There are various versions of the ADA claim form and they all have slight variations – however, the variations are significant enough to make the other versions scanner-unreadable. If you submit your claim on any other ADA form, it will be returned for submission on the proper form.